Doing More with
Microsoft Word 2010 - Using Tables

Anatomy of a table:
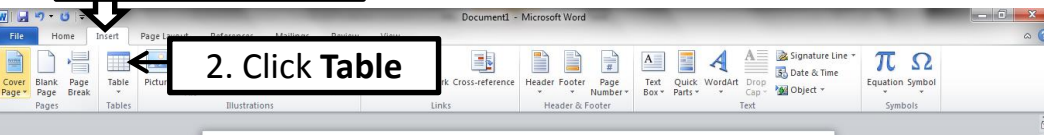
Cell   Column   Row

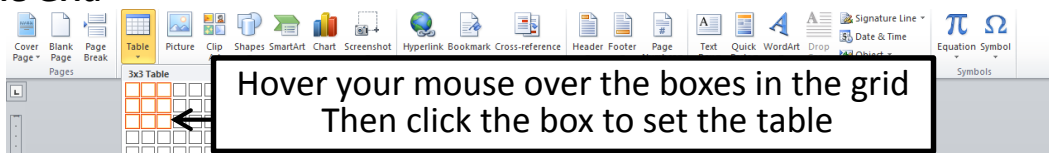## Add a table to your document

1. Click **Insert** tab
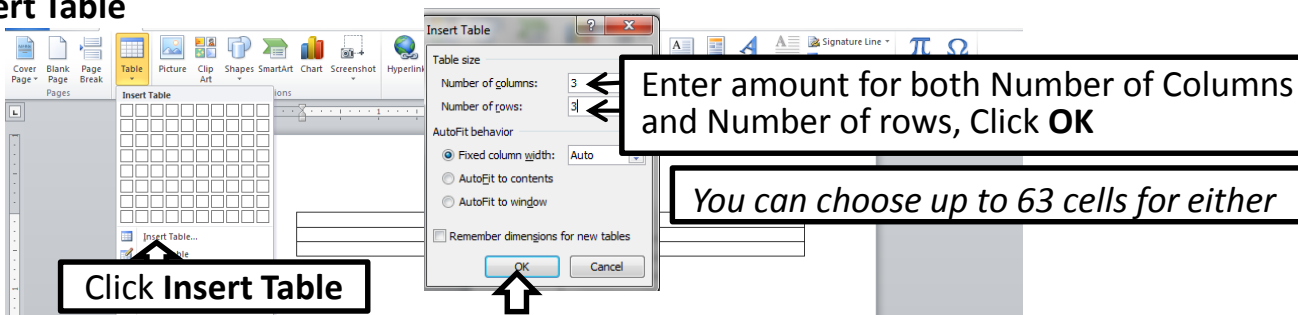
2. Click **Table**

There are several ways to add a table.

Table Grid

Hover your mouse over the boxes in the grid
Then click the box to set the table

Insert Table

Enter amount for both Number of Columns and Number of rows, Click **OK**

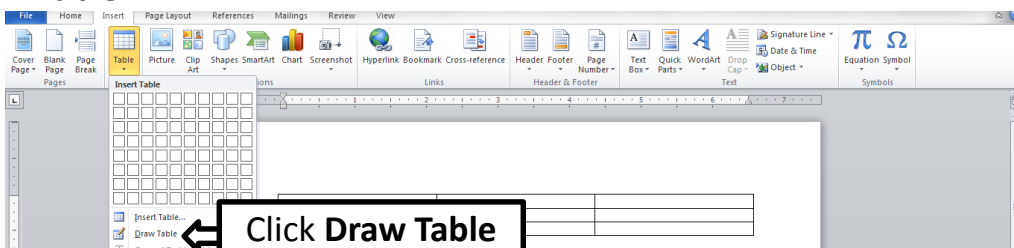*You can choose up to 63 cells for either*
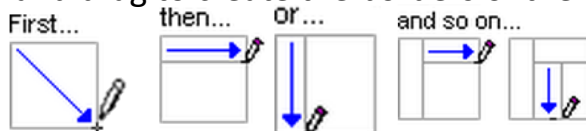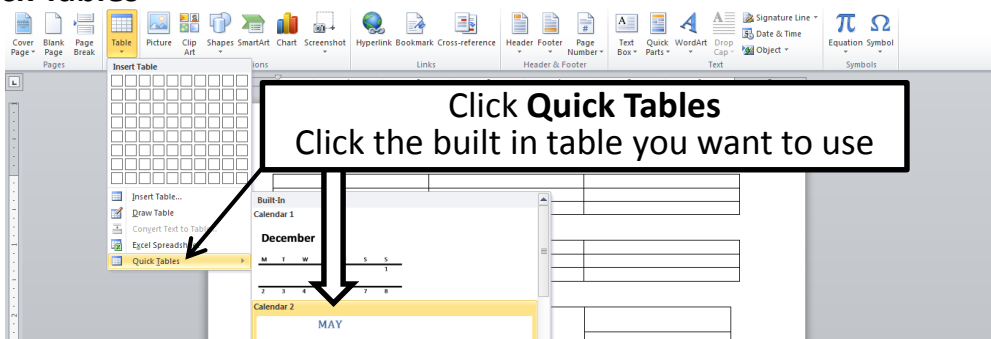
Click **Insert Table**

Draw Table

Click **Draw Table**

The mouse pointer will turn into a pencil. Click in the spot you want to add the table, click and drag to create the borders of the table
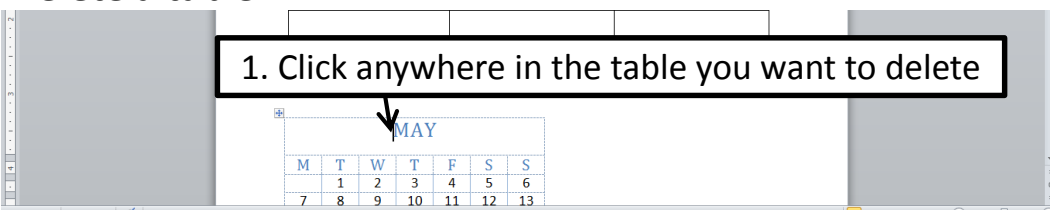
First...   then...   Or...   and so on...

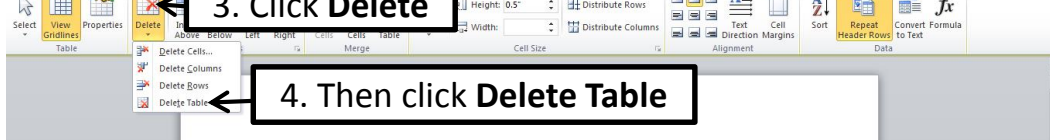Press "Esc" button on keyboard to complete the drawn table

Quick Tables

Click **Quick Tables**
Click the built in table you want to use

Built-In
Calendar 1

December

M T W

Calendar 2

MAY

Delete a table

1. Click anywhere in the table you want to delete

MAY

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13

2. Click **Layout** tab under **Table Tools**

3. Click **Delete**

Delete Cells...
Delete Columns
Delete Rows
Delete Table
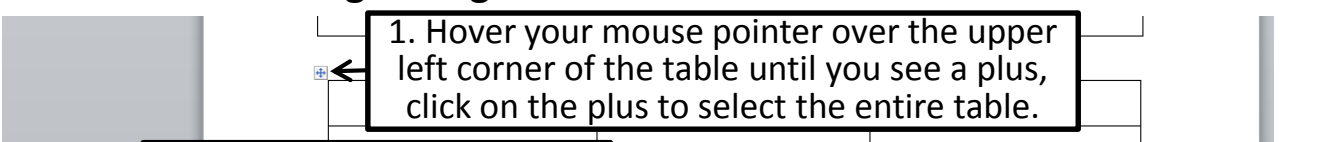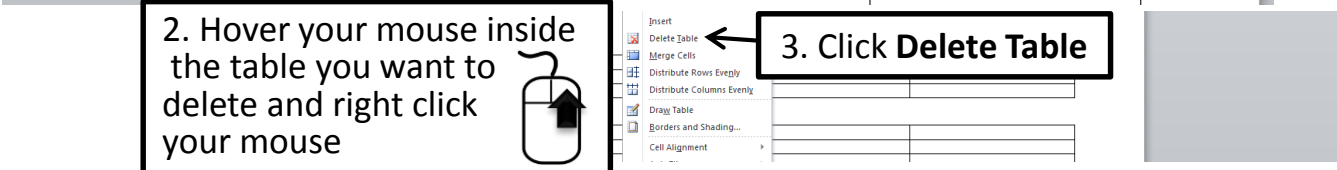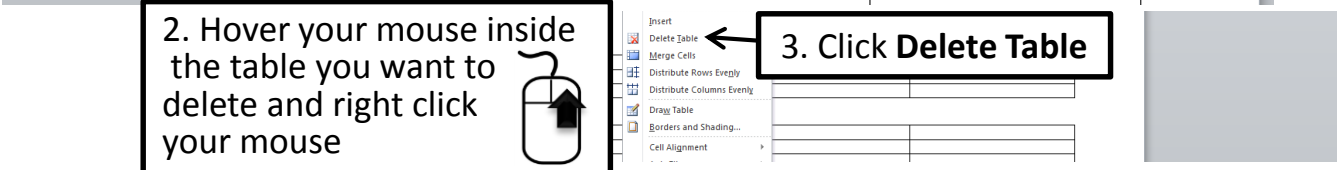
4. Then click **Delete Table**

Delete a table using the right click menu

1. Hover your mouse pointer over the upper left corner of the table until you see a plus, click on the plus to select the entire table.
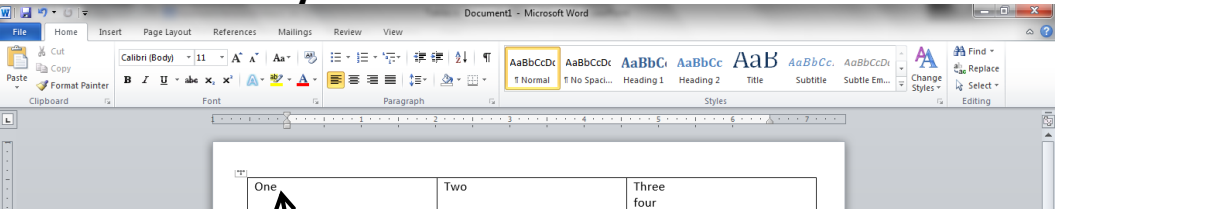
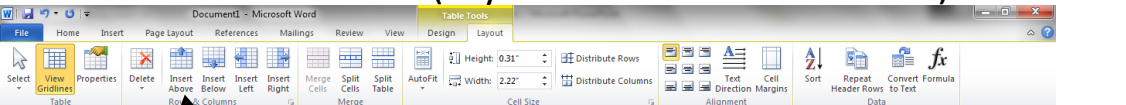2. Hover your mouse inside the table you want to delete and right click your mouse

Insert
Delete Table
Merge Cells
Distribute Rows Evenly
Distribute Columns Evenly
Draw Table
Borders and Shading...
Cell Alignment

3. Click **Delete Table**

Add content to your table

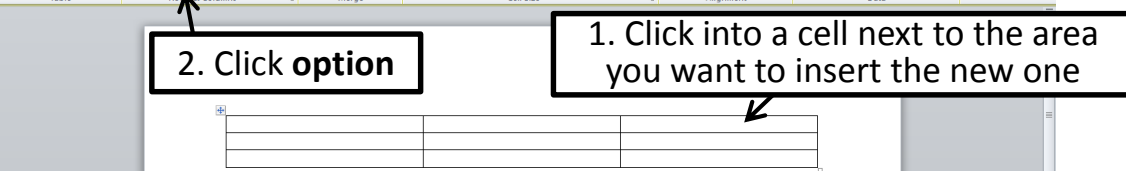| One	Two	Three four

Click into the first cell and start typing to add text.
Press the **Tab** key on your keyboard to move to the next cell
Press **Enter** on the keyboard to move to the next line within the cell

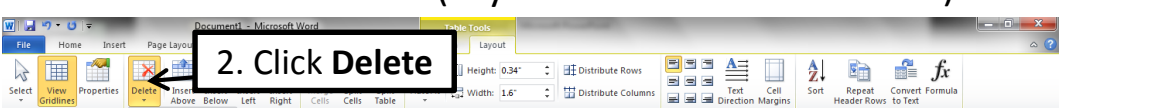# Insert a column or row (Layout tab under Table Tools)

2. Click **option**

1. Click into a cell next to the area you want to insert the new one
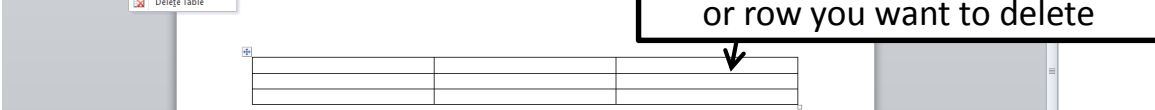
Delete a column or row (Layout tab under Table Tools)

2. Click **Delete**

Delete Cells...
Delete Columns
Delete Rows
Delete Table

3. Click **Delete option**

1. Click into a cell in the column or row you want to delete

Insert using right click menu

1. Click into the spot next to the area you want to insert the new column or row

2. Right click your mouse

3. Click **Insert**

4. Click the **Insert** option

Delete using right click

1. Click into the spot next to the area you want to delete the new column or row

2. Right click your mouse

3. Click **Delete Cells**

4. Click the **Delete** option Click **OK**

Move the Table on the page

Hover your mouse pointer over the upper left corner of the table until you see a plus, click on the plus and drag to the new location

Sort data in the table (Home Tab)

2. Click the sort button

1. Select the entire table

Word will sort the first column alphabetically

4. Click **Column 2** Then **OK**

3. We want the second column sorted as well so click the box below **Then by**

Add a column and Merge cells

2. Click Layout under Table Tools

3. Click Insert Left

1. Click into the first column to select that area

4. Click Merge Cells

Best Books of 2014 Book Display

| Fiction | Allen, Sarah Addison | Lost Lake |

Change Text Direction and Align

2. Click Text Direction twice

3. Click Align Top Left button

1. Type the words Best Fiction of 2014 in the new column

Best Books of 2014 Book Display

Best Fiction of 2014

Increase the size of the text

1. Click Home tab

2. Click Font size options arrow

3. Click a larger font size

Fiction	Brooks, Malcolm	Painted Horses
Fiction	Cash, Wiley	This Dark Road to Mercy
Fiction	Cobb, Sonya	Objects of Her Affection

Add and remove table styles

1. Click Design tab under Table Tools

2. Click here to see more options

Plain Tables

Built-In

3. Hover over to see a preview
Click to select the table style

Secret Place
ten in My Own Heart's Blood
Peripheral

Modify Table Style...
Clear
New Table Style...

4. To remove the style after adding, click Clear

Mountain

Add borders around all the cells (Design tab under Table Tools)

2. Click Borders options arrow

Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders

1. Select the entire table

3. Click All Borders

Best Books of 2014 Book Display

| Fiction | Allen, Sarah Addison | Lost |

Add shading to a cell (Design Tab under Table Tools)

2. Click Shading

3. Hover over to see a preview Click to select the color

1. Click into the cell to select

Change width of column

1. Hover your mouse pointer over the upper border of the second column until you see a black arrow, click on the arrow to select the column.

2. Click Layout under Table Tools

3. Click the Width arrow up to increase the width of the column

Autofit - The table will resize to fit the contents (Layout tab under Table Tools)

1. Click AutoFit

2. Click AutoFit Contents

Change the cell margins to add space around the cell content

2. Click Cell Margins

1. Select the entire table

3. Change Top and Bottom to .1 Click OK

Add Cell Spacing

1. Click Cell Margins

2. Check Allow Spacing between cells

3. Change to .02 Click OK

Insert Excel into Word - You will need to also have Microsoft Excel on your computer

1. Click **Insert** tab

2. Click **Table**

3. Click **Excel Spreadsheet**

When you click into the spreadsheet you can see Excel options on the ribbon
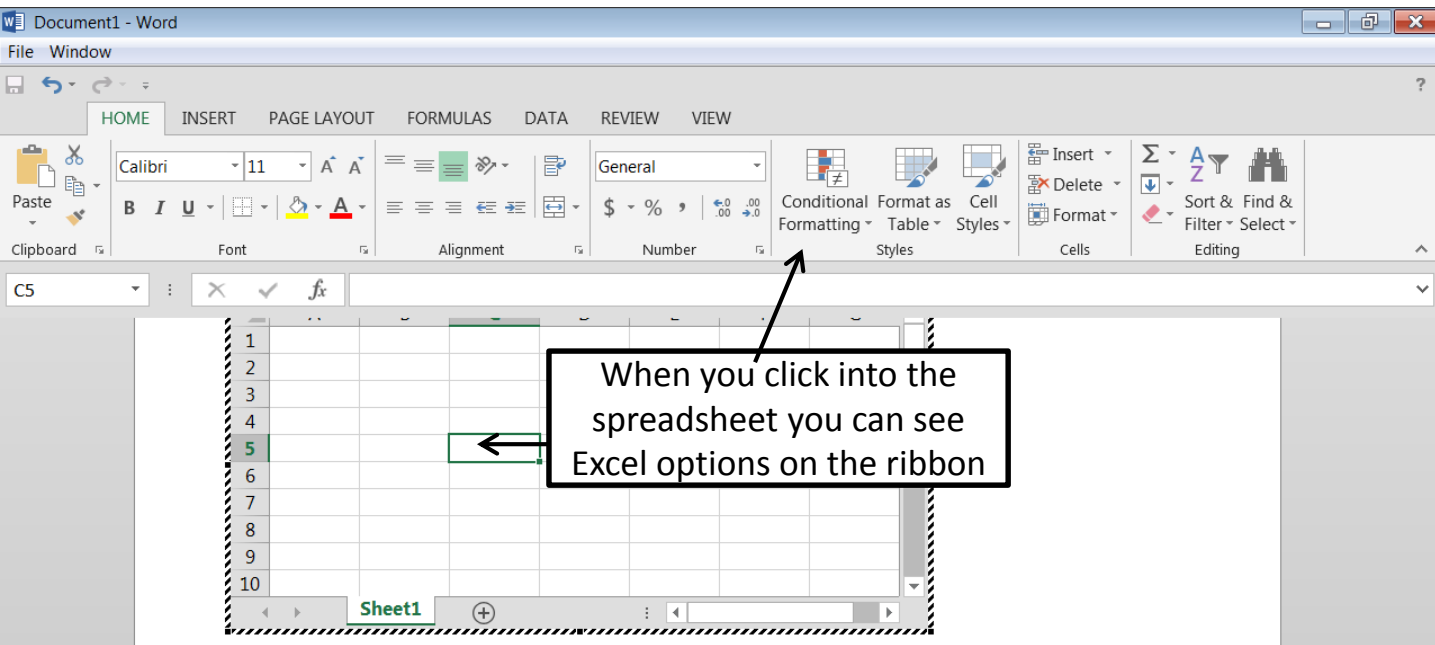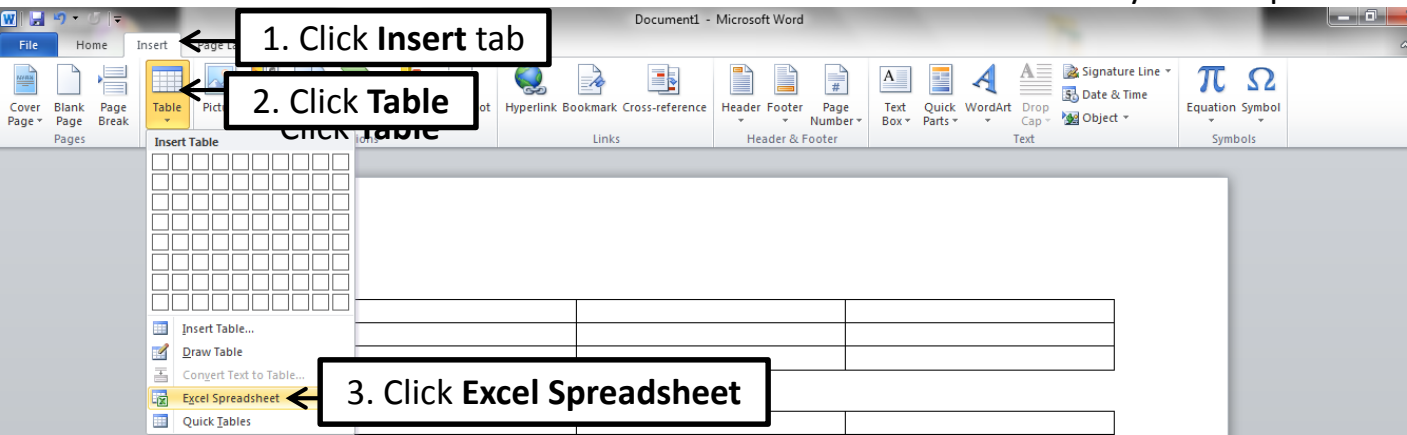
Copy and paste from an Excel document to Word

In the Excel Document

2. Click **Copy**

1. Select the portion of the spreadsheet you want to insert in your Word Document

In the Word Document

4. Click **Paste**

3. Click into the Excel Spreadsheet table